
A

PPENDIX

BEFORE REQUESTING VOLUNTEER TEAMS

Identify needs (perhaps with help from GBGM).

- Complete a Project Profile sheet (from the Mission Volunteers Office) or write a clear definition of project needs and objectives to submit through appropriate (United) Methodist Church officials for prioritization.
- Attach photographs of the project where possible.
- Include project/design specifications if applicable (approved by a church/community professional).
- Verify that the local church/community is committed to continuing this ministry/project and to receiving and welcoming volunteer mission teams.
- Verify that it will be locally maintained and will receive continued funding from the local or national church.
- Set specifications and be prepared to direct the project technically.

Recommend project(s) to:

Mission Volunteers Office
475 Riverside Drive, Room 330
New York, NY 10115

Make communication a priority.

- Promote the project through the church (locally, regionally, nationally).
- Invite Volunteers In Mission leaders to visit the project site and share how the project fits into the overall vision of the host church.
- Develop a plan for communicating with the team leader (including updates regarding project status).
- Clarify the best means of communication (phone, fax, e-mail).
- Keep a list of individuals willing to interpret for teams as needed.

Decide how to schedule teams.

- Accept only the number of teams that can be adequately hosted and determine the number of members per team. Things to consider: scope of project, age, skills needed.
- Determine housing availability (depends on season and suitability for particular project implementation).
- Have no more than one team per time period.
- Assess availability of construction materials.
- Realize that the host has permission to say “no” to the sending team.

Plan for adequate services.

- Meals/lodging.
- On-site coordinators.
- Local travel accommodations.
- Adequate hospital and medical services to accommodate mission.
- Necessary tools (suggestion: establish a “tool bank” for volunteers to use).

Prepare an anticipated budget.

- Enumerate project expenses (itemize them in stages for multi-team completion).
- Itemize team expenses (e.g., lodging, food, in-country transportation, coordinating fees,

- cultural experiences, labor costs, interpreters, cooks, day laborers, guards).
- Account for inflation and exchange rates that may fluctuate.

9-12 MONTHS BEFORE TEAM ARRIVES

Maintain clear communication with the team leader or designated contact person regarding:

Project details

- Maximum acceptable number of team members.
- Nature of work and anticipated tools/skills needed.
- Mutually agreed-upon dates and expectations.
- Goals regarding relationships and experiences with incoming teams.
- The time when team leader can see the project site.
- Method(s) of funding and accountability for monies sent.

Accommodations

- Letter of formal invitation from sponsoring entity for customs purposes.
- Local contact person / phone numbers.
- Person to meet team.
- Need for or availability of interpreter.
- List of items to bring (sleeping bags, sheets, towels, toiletries, Bibles, etc.).
- Preparation of meals by host or team.
- Grocery shopping done by host or team.
- Availability of suitable drinking water and cost of bottled water.
- Weather.
- Type of housing available.

Team

- Clearly stated expectations for team and team leader.
- Team leader advised of necessary medical insurance and immunizations.
- Required legal documents (passports and copies, visas, work permits, and verification of professional credentials, e.g., physician's license).
- Location and numbers of embassy and consulate.
- Orientation on religion, culture, and local customs (e.g., alcohol, drugs, smoking, dress, behavior, gestures, etc.).
- Useful translated phrases (e.g., praise and worship phrases).
- History of area and project.
- Local regulations with respect to motor vehicles (insurance, driver's license).
- Address of project and phone numbers of key local leaders.
- Team leader advised of expected costs.
- Request that funds for materials be sent in advance.

3-4 MONTHS BEFORE TEAM ARRIVES

- Inform team leader of local coordinator who will host team and/or local construction coordinator.
- Form a Covenant for Mission Partnership.
- Advise team regarding visas ("tourist" not "missionary").

1-2 MONTHS BEFORE TEAM ARRIVES

Recruit support team of volunteers from local church for specific host tasks (e.g., acting as liaison for specific issues that may arise).

Prepare host volunteers to show cultural sensitivity to incoming team.

- Possible inclusion of team building for hosting volunteers.
- Appropriate offering of gifts.

Know demographics and names of incoming team members.

- Dietary needs (allergies, medical conditions, personal medications).
- Personal information (gender, traveling with spouse, age, skills, talents, and hobbies).

Finalize and confirm arrangements.

- Method of currency exchange.
- Tools needed or provided.
- Lodging and meals.
- Transportation or plans to receive team and time of arrival.
- Review of expectations with team leader.
- List of items to be cleared at customs requested and team informed of potential costs.

Prepare work site/ministry.

- Have materials on site or arrange for them to be purchased.
- Confirm work to be done.
- Prepare to be flexible.
- Identify backup host.

WHEN TEAM ARRIVES

Meet and welcome team at port of entry (suggestion: use a sign for identification).

- Be prepared to assist with customs officials if needed or permitted.
- Provide adequate ways to transport members, luggage, and supplies to housing.
- Inventory tools or materials brought by team.
- Consider taking a picture of the arriving team.
- Provide on-site orientation for team.
- Include information about the country and Methodism, how team members can relate effectively with locals, and specific “dos and don’ts.”
- Post schedule of planned activities.

DURING TEAM’S VISIT

Check frequently with team leader that all plans/arrangements are working.

- Attend to the safety/security needs of team.
- Address issues/problems as they arise.

Verify with locals that their plans/arrangements are working.

- Visit the site daily.

Offer opportunities for fellowship with the team.

- Involve the local Christian community in worship and witness, and work with volunteer team to celebrate the joy of mission and the Christian experience.
- Encourage daily sharing of reflections.
- Visit other churches or mission sites.
- Host a talent night.

Coordinate and provide cultural opportunities with team.

- Enjoy music from host community and team.

BEFORE DEPARTURE OF TEAM**Plan for a time of sharing with team.**

- Include a time of mutual assessment of the experience.
- If inclined, invite the team leader to send a written evaluation at a later date.
- Provide team leader with a complete financial report.
- Assist with confirmation of travel arrangements.
- Plan with team leader a time for good-byes.
- Include a time of celebration and/or worship.
- Present appreciation certificates to team members when possible.
- Establish ways to stay in touch with the visiting team (prayer support, networking, etc.).
- Provide transportation to port of departure.

AFTER TEAM DEPARTS**If requested by team, send a written evaluation to the appropriate office.**

- Include team's work and contributions, update on progress of project, future team needs.

Where possible, report mission experience to local media.

- If published, send a copy to the team leader.

For Project Profile Form, contact:

Mission Volunteers
General Board of Global Ministries
475 Riverside Drive, Room 330
New York, NY 10115
Phone: 212-870-3825
Fax: 212-870-3624

WORKSHEET FOR A PRELIMINARY SITE VISIT

Name of Project _____ Year _____

GENERAL

1. Best time to come _____
2. In-country transportation costs _____
3. Work times at site _____
4. Acceptable/recommended clothing _____
5. Possibility of banquet or closing ceremony at end? _____
6. Recommended sightseeing/tour day activities _____
7. Interpreter with team entire time _____
8. Special considerations _____
9. Opportunities for intercultural exchange/dialogue _____
10. Specific work to be done? _____
11. Clothing and extras from work team accepted _____
12. Required inoculations/preventive medicines _____

ACCOMMODATIONS

1. Cost of housing per person or team _____
2. Location of housing _____
3. If in homes, number of guests per home _____
4. If in dorm, how many to a room? _____
5. Separate facilities for men and women? _____
6. Number/location of bathrooms/showers _____

7. Laundry facilities available? _____
8. Electrical outlets in rooms? _____
9. Space to hang clothes? _____
10. Need to bring linens? _____ Pillows? _____ Sleeping bags? _____
11. Need to bring toilet paper? _____ Cleaning supplies? _____
12. Distance from lodging to work site _____
13. Common room for team meetings/meals? _____
14. Air conditioning? _____ Screens? _____ Refrigerator? _____ Chlorinated water? _____
15. Arrangements for team security _____
16. Need to hire guard? _____ Cost? _____ Who? _____ Responsibility? _____

MEALS

1. Cost of meals per person per day _____
2. Mealtimes: breakfast _____ lunch _____ dinner _____
3. Meals prepared by (we expect to help) _____
4. Possible to sample local food? _____
5. Cooking facilities available: stove ___ sinks ___ refrigerator ___ dishes ___ pots ___ other _____
6. Location of food markets _____
7. Construction site lunches: brought to team? _____ ice chests to carry from lodging site? _____
8. Soft drinks available? _____ Clean water? _____ Late evening snack? _____
9. If staying in homes, can team have more than one meal per day together? _____
10. What food goods should be brought by team? _____

EVANGELISM

1. Days/times/locations of worship services _____
2. Appropriate dress for services _____
3. May team members preach? _____ Clerical collar needed? _____
Themes to use _____ Themes to avoid _____
4. May team members lead in prayer? _____
5. Should team be prepared to sing? _____ Bring song sheets? _____
6. Who will be in charge of the service(s)? _____
7. Do you want members to visit in homes to witness? _____
8. Appropriate way to close services and give opportunity for commitment (e.g., altar call, commitment cards, counseling). _____
9. Gear services to growth for Christians, conversion of non-Christians, or both? _____

OTHER

1. Who will meet team at airport? _____
2. Who will take team back to airport for departure? _____
3. Who will arrange for drivers and vehicles? _____
4. Will vehicle be at the team's disposal day and night? _____
5. Will team members need to drive? _____ US passport/driver's license okay? _____
6. Plan for in-country orientation upon team arrival _____
7. Opportunities for talking with local church people _____
8. Person to receive money in project country _____
9. Type of check or money accepted _____
10. Best method for paying team expenses _____
11. Other financial arrangements _____

WORK PROJECT

1. Description of work to be completed _____
2. Reason for doing this project _____
3. Materials needed _____
4. Where can materials be purchased? _____
5. Who will purchase materials (best if done by a local person)? _____
6. Who will make sure materials are on site the first day of work? _____
7. Work tools needed _____
8. Work tools volunteers could bring _____
9. Number of volunteers needed _____
10. Number of local helpers needed _____
11. Would volunteers be taking jobs away from local people? _____
12. Electrical outlets for power tools? _____ Wattage? _____
13. Local foreman on site at all times? _____ Name _____
14. If pre-shipment of materials is needed, what is the address/method of shipment? _____

FINANCES

1. Amount needed for project _____
2. Amount needed for living and eating _____
3. Deadline for money to be sent _____

PROJECT MANAGEMENT

1. Person in the project country who will oversee the project _____
2. Person from the work team who will oversee the project _____

3. Will local project person be paid? _____
4. Number of local helpers needed _____ How much will they be paid? _____
Skills they should have _____
5. "Large items" needed to complete the project _____
Will they be available at the project site? _____

PROJECT PARTICULARS

1. Exact dates of project _____
2. Approximate time needed to complete the project _____
3. Bathrooms available on site? _____
4. Meals eaten on site? _____
5. Travel time to and from job site _____
6. Transportation to and from site _____ Cost _____
7. Insurance needed for vehicle(s) _____ Cost _____

SIGHTSEEING

1. Best sights to show culture of land and people _____
2. Distance from project location _____
3. Time required _____ Cost _____

CLIMATE

1. Average temperature in month of project _____
2. Average rainfall during time of project _____
3. Type of insects? _____ Repellent needed? _____
4. Netting needed for sleeping? _____
5. Types of snakes/other wildlife _____

CONTACTS

1. Contact person in project country _____
2. Contact person in sending country _____
3. Person in project country to be with work team at all times? _____

ORIENTATION/TRAINING/DEBRIEFING

1. Plan for orientation upon arrival in project country _____
2. Plan for debriefing at end of project _____

EMERGENCIES

1. Person to contact in case of emergency _____
2. Number in project country where people in US can call _____

MEDICAL FACILITY

1. Location of nearest medical facility _____
2. US insurance accepted? _____

INTERACTION WITH PEOPLE

1. Will there be time with children? _____
2. May children accept candy or other gifts from work team? _____
3. Special recreational materials needed by local children? _____
4. Plans for "last night service" with local people _____
5. Person(s) responsible for this service _____
6. Plans for church attendance on Sunday _____ Transportation _____

BIBLE SCHOOL INFORMATION

1. Possibility of conducting Bible School for children? _____
2. Number and size of rooms available _____

3. Place for large assembly time _____
4. Musical equipment on site? _____
5. Locals available to work with us? _____
6. Days and times of sessions (9 a.m. to noon is preferable) _____
7. Maximum number of children? _____
8. Cultural concerns to be aware of _____
9. Accustomed style of discipline _____
10. Children's reading level _____
11. Age groups _____ Number in each age group _____
12. Sessions open to all children or local church only? _____
13. Plans for pre-registration _____
14. Nearby places for purchasing supplies _____
15. Media equipment available (record player, etc.) _____
16. Children's interests _____ Ways they spend free time _____
17. Possibility of pre-planning day with local teacher(s)? _____
18. Any Bibles available? _____ New Testaments acceptable? _____
19. Sessions with adults expected? _____
20. Plans for publicity? _____
21. Way children address their elders _____
22. Reading series used in local elementary school _____ Can school be visited? _____
23. Children's response to "foreign" teachers or people _____
24. Is giving toothpaste/brushes, etc., acceptable? _____

PROJECT FUNDRAISING

When a mission project calls for the construction of a church, parsonage, school, or clinic, the team as a whole will often raise money needed for building materials or medicines. In some instances, the whole cost of a mission endeavor is raised through group participation.

Ideas abound about group fundraising, and many of the traditional approaches still work very well in most situations. In addition to rummage sales, after-church lunches, mission banquets, and the selling of shares of stock, some new ideas are being tried by United Methodist Volunteers In Mission teams.

Getting Flocked with Flamingos

Some groups gather pink plastic flamingos and add a new twist to yard ornamentation. First, dress them up! Add sunglasses, Hawaiian leis, Mardi Gras beads, fake cigars, beards, and hats. With some colorful advertising, church families will pay the mission team to “flock” another family by placing eight to ten of these unique birds in someone’s yard as a surprise for the next morning. There can also be a charge to the family that receives the “flocking” for removing the flock or having it moved on to another family. It’s a chain reaction, and each payment to place or remove the birds results in a gift to the mission. Use your imagination! What about snowmen for a winter mission team (call it a snow job?) or turkeys or pumpkins (all dressed up!) in the fall.

Curb Painting

In communities where there is a concrete curb in residential areas, painting house numbers can be an excellent fundraising project. Be sure to check if your city allows numbers to be painted on curbs and what color and size are appropriate. Purchase number and letter stencils and a template pattern from your local hardware store, along with spray paint, canned paint, and brushes. First, have an advance team hand out circulars at each home describing the service, day of painting, and cost. The circular may include an information sheet and envelope in which the charge is placed and positioned on the front door if the homeowner is away at the time the team is revisiting the neighborhood. This can also be done with personal visits to each home in a neighborhood. When it is determined that a family wants its number on its curb, the first painting team paints a solid color rectangle on the curb at a place designated by the family or the city. Later, another team returns, rechecks the number, and spray paints the house number on the rectangle. If done correctly and neatly, this is a project that can be repeated about every two years. Doing a good job the first time guarantees business for the future.

Yard Signs: Church Promotion with a Purpose

Most digital sign companies now offer inexpensive signs printed on weatherproof plastic boards that look much like corrugated cardboard. A wire stand usually accompanies the purchase of the sign. Several mission groups have contracted to have this type of sign printed with a picture and a message like “An angel from _____ United Methodist Church is watching over this house” or a picture of the church logo or steeple and “We are members of John Wesley United Methodist Church!” These are sold to church members for a profit, which benefits the mission.

Brown Bag Concert Lunches

If your church has an excellent organist, pianist, soloist, or choir, enlist their help for this project. Ask them to donate their talent to raise money for missions for 45 minutes during lunch one workday. Send out invitations to church members and friends of other denominations in your community to come and

enjoy a great concert. Ask them to bring a sack lunch to your fellowship hall during this lunch hour for missions. Use your imagination! Think up a theme. Why not send the invitation and information in a flat brown paper bag (check for correct mailing sizes with your post office) with the instructions to “Fill this with your favorite sandwich and chips and bring it with you.”

Your group should plan to supply drinks but charge for admission or take a love offering. Let the lunch be informal, at community tables, with people eating while they listen to the concert. Offer some announcements regarding the intent of the mission and make a donation box available as people leave. Groups that have done this have often received more than the price of admission toward the mission.

Pumpkin Patches and Christmas Trees

Many church groups have adopted the selling of pumpkins or Christmas trees as their annual fundraising project for missions. There are a number of companies and farms that will sell and deliver truckloads of trees or pumpkins, which you in turn offer at a profit or commission. Mission teams often add more fun and create more business by arranging for a friendly Halloween character to tell pumpkin tales and offer hot chocolate or roasted marshmallows for children and parents on scheduled nights. Purchasing a tree can become a wonderful family outing when refreshments are for sale and Santa visits the church parking lot as the family tree is chosen. The profits from these sales and refreshments are often enough to support missions all year long.

Christmas Eve Mission Project

When Christmas Eve rolls around and there are a few trees left, there is a mission still to do. Take smaller trees or the tops from larger leftover trees to older people in the community who may not be able to have a tree. Simple paper decorations made by children’s church school classes earlier in the season will do for decorations; strings of 20 mini-lights are quite inexpensive. You will not have any trouble selling trees to those who can buy them if they know that you are truly in mission to people everywhere.

After-Christmas Mission Project

Why not invite those who buy trees to return them to the church parking lot after Christmas for disposal? Many cities collect trees to create fish spawning beds in streams and ponds or to help with shore erosion around big lakes or the ocean. Be an active part of your city or state’s environmental efforts. That is mission, too!

Some Additional Ideas Suggested at Annual Conference UMVIM Gatherings

- Getting support via church budget.
- Church suppers—chicken, barbeque, boxed, typical meal of host location, etc.
- Dinner/auction.
- Selling of t-shirts, hats, cups, pens.
- Special offering.
- Car washes.
- Selling of “Love Bonds” or “Shares.”
- Selling of mulch, Christmas poinsettias, and wreaths.
- Garage sales.
- Individual pledges.
- Food and bake sales.

This list is certainly incomplete, but it represents a sampling of ideas from annual conferences across the UMC that work hard to raise funds for their mission experiences.

For fundraising ideas suggested by conferences outside the US, see “Teams Originating outside the USA” in the Specialized Teams section of this manual.

INDIVIDUAL FUNDRAISING

UMVIM opportunities are organized and scheduled by a variety of entities. Individual churches, United Methodist Men’s or Women’s groups, and youth organizations are very active in the mission volunteers ministry that characterizes our denomination today. When the sponsoring group is a smaller organization such as those above, fundraising for mission travel, lodging and meal costs, and construction and medical supplies are often done by the group as a whole. Traditional fundraisers such as after-church dinners, rummage sales, SERRV bazaars, special offerings, selling shares of stock, car washes, and the like work very well to raise funds. When the mission is sponsored by an annual conference or district and individual volunteers are expected to pay a set cost in order to participate in the team, fundraising must usually take a different route.

Individual volunteers have used the following ideas with great success. This list is not meant to be exhaustive but simply a starter that might be shared with people who feel called to mission but whose financial resources prevent them from easily writing a check for the full cost of a volunteer experience. Fundraising is not always easy and few of us are comfortable asking others to share their financial resources. Remember above all that God always provides for those God has called. That does not mean that answering the call will be simple, only that it will be accomplished through our trust in God’s grace and provision.

Letters to Friends and Relatives

We often ask family members and friends to share in the significant occasions of our lives: graduations, birthdays, weddings, promotions, housewarmings, etc. This is most often done by way of an invitation and is usually acknowledged with a gift. Why not look at mission in the same way? It is a significant occasion that often changes our lives and the lives of our families and friends forever. Write a letter to those with whom you would share such occasions, explaining the mission, the needs your team hopes to alleviate, and something about the project you will be working with. Be sure to include a word about your calling. Why exactly do you feel God has chosen you for this particular mission? State the full cost of the mission, what the cost provides, and ask for their help or sponsorship. You might suggest to family members that this would be a preferred Christmas or birthday present. Give full directions as to where gifts should be sent. It is often helpful if another person or your local church agrees to receive and account for gifts (rather than you personally) before they are sent on to the conference or district UMVIM organization. Do not neglect to send thank-you notes before leaving on the mission and to contact the giver with news of the mission upon your return. You might want to count on these same folks again for the next mission! Your personal reports will help them feel they are part of the team. You become their missionary and they will want to continue supporting your efforts if they are kept aware of what their gifts have accomplished. And don’t forget that there is a way you can pay them back. Recruit them to participate personally in the next mission!

Shares of Stock

While this method is largely used for groups, some have also used it for individual fundraising in their own congregations. People usually expect a return on their investment in the stock market, and it is the same in mission. Ask members of your congregation to support your participation by purchasing

shares in \$5 to \$10 increments. Upon return, make a personal visit to each shareholder and report on what their investment did for the people or community to whom you went in mission. Some small souvenir brought from the mission location and given to the shareholder is always appropriate. This need not be a costly gift. After helping replace a floor in a Jamaican church, one missionary brought back pieces of tile from the old floor on which he had inscribed the name, date, and location of the mission and gave these to his shareholders as paperweights. He had no problem getting these same people to sponsor him again. Other types of return on mission investments might be to invite shareholders for dessert and pictures at your home. (Why not make a dessert indigenous to the location of the mission?) Or hold a special program for a Sunday school class that participated in sponsorship. One returning missionary presented handwoven cloth purchased during a Bolivian mission to her church to be made into altar paraments in honor of her shareholders.

Odd Jobs, Such As Silver Polishing and Weeding

Many folks, both young and old, have a few odd jobs around the house that need to be done but which they prefer not to do or would enjoy doing much better if they had company. In your church newsletter or community paper, advertise your services. Pick a few things you do well or go for broke as a jack-of-all-trades when it comes to nonprofessional odd jobs. Some older persons have family silver that needs yearly polishing, not a difficult job but a time-consuming one if you are doing it alone. Often you will find them working alongside you for conversation and fellowship. Weeding the yard or garden, cleaning out closets or the garage, spring cleaning, painting the fence, washing outside windows—all these jobs do not require a professional, and if the amount charged contributes to your participation in a mission, folks will often invent things that they “must” have you do.

Pet- or Housesitting

During summer vacation or business trips, church members often need someone to take care of Fido or Shamu, or to housesit. Single or widowed members of your congregation especially welcome this service. Advertise your services in a community newspaper or church newsletter. Once your reliability is known, it can be almost a full-time job that will feed your mission participation habit all year long. Establish rates for a day or a week. If your personal obligations enable you to stay at the house you are watching, meals are sometimes provided, which means you can save some of your own food expenses toward your mission.

SUGGESTED TEAM MEMBER ASSIGNMENTS

Co-Leader

This person shares administrative responsibilities with the team leader and acts on the team leader's behalf when necessary. Serving as co-leader is good preparation for becoming a future team leader.

Construction Coordinator

This person coordinates all aspects of the construction phase, in conjunction with the on-site construction coordinator, and gives daily briefings to the team on work assignments and safety concerns. He or she compiles a list of tools needed and arranges to secure them.

Fundraising Coordinator

This person promotes trip fundraising in a local church or churches and oversees the gathering of donated items requested by the team.

Hostess Gift Shopper

The hostess gift shopper purchases, or obtains free, simple gifts suitable for the hosts and other local people who will be assisting the team. The team leader should have a good idea of the number of gifts expected and allow for extras. Locally handcrafted, inexpensive, practical items are best. The gifts are simply a token of appreciation and should never be a display of wealth.

Interpreter(s)

If the team is to work with people who speak a different language, it is essential to have at least one bilingual team member, even if interpreters are to be provided by the host community.

Journal Keeper

This person is responsible for the team journal. It may be written by one person, passed around so that each team member writes one day's journal entry, left open for multiple entries, or written each day by a person assigned to submit that day's entry from her or his personal journal. The journal keeper makes copies available to team members upon completion of the mission.

KP (Kitchen Patrol) Leader

The KP leader develops a schedule for regular KP duties during the mission and posts the roster in a prominent location at team headquarters. A good mixture of team members allows for all to participate. Even if food is being prepared and served by the local hosts, it is advisable to assist as much as possible. This creates a feeling of oneness with the host group and goes a long way toward exhibiting true friendship.

Luggage Supervisor

The luggage supervisor coordinates packing, listing the contents of, numbering, and counting all boxes and luggage at all stops.

Packer

This person collects enough boxes or "old" suitcases (to be left with hosts) for team supplies. (Check with hosts to determine any customs restrictions regarding boxes.) At the airport, the packer provides brightly colored tape or tags to identify every piece of luggage.

Photographer/Videographer

The photographer purchases film and is the “official” photographer for the team. It is not advisable for every team member to have a camera, for two reasons: security and ostentation. Once home, the team can have desired film duplicated for personal use. Use caution when bringing expensive items such as video cameras.

Researcher

The researcher studies the history, geography, and culture of the country or location and gives a report to the team at the training retreat. This background information will be helpful once the team arrives on-site, and it complements cross-cultural awareness training.

Scrapbook Keeper

The scrapbook keeper develops a scrapbook of the team members’ home towns and surrounding areas. This is shared with the local hosts at informal times and gives them an opportunity to see where the team members worship, work, and play at home in the US. This small gesture has proven to be very successful in creating and extending friendships.

Spiritual Guide

This person plans for devotionals during orientation and training, develops a schedule for regular devotionals during the mission, posts the roster in a prominent location at “team headquarters,” and is available to assist individuals in devotional preparation. The spiritual guide works with the local community to promote corporate worship experiences, is sensitive to the spiritual needs of the team, and seeks opportunities to promote spiritual growth.

Team Medic and First-Aid Coordinator

This person secures a first-aid kit for the team and is responsible for transporting it and overseeing its use. The ideal person might be a doctor, nurse, EMT, or other person trained in first aid.

T-Shirt Acquirer

This person obtains (free if possible) printed t-shirts for team members. Not all teams are able to do this, and some even wait until on-site to secure team t-shirts. While not necessary, team t-shirts do create a spirit of unity, and have expedited entry into countries (including the US) for many UMMVIM teams.

Travel Coordinator

This person negotiates with the travel agent to secure airline tickets and coordinates the team’s movement inside airports. Most groups set aside a day or two for tours and sightseeing. These are important times and can be arranged with the help of the hosts and team leader. Tours generally come at the end of the mission. They not only are fun and educational but also ease reentry into the United States. On the actual dates of travel, the travel coordinator should plan for getting to the airport terminal and moving the team inside it; keep up with baggage claim tickets; keep a set of manifest papers and letters explaining the purpose of donated items; and, if needed, hold and process all travel documents (passports, visas, tickets, etc.) during travel.

Treasurer

The team treasurer collects and keeps the money, handles expenditures, and gives a financial report at the end of the mission.

Vacation Bible School Coordinator

The Vacation Bible School coordinator manages the Vacation Bible School and assigns duties as required. This responsibility requires much advance planning prior to leaving the United States and becomes a focal point for many teams. It is the responsibility of the team leader to discuss the possibility of conducting a Vacation Bible School with the host leader before any plans are made. Highly successful Vacation Bible Schools divide the children into appropriate age groups, then rotate them among Bible story time, music, arts and crafts, and recreation. Coordinated with a theme, this time is exciting and enriching for all. Extravagant materials should be avoided. The use of simple materials allows the host church to continue the concept once the team leaves. Contact United Methodist Women and Sunday school classes for ideas on snack-time goodies, crafts, and so forth. Contact Children's Coordinators for help/involvement.

Van Drivers to and from the Airport in the States

The need for van drivers varies depending on the team.

SUGGESTED FIRST-AID KITS FOR MISSION TEAMS

Buffered aspirin	100 Tablets
Extra-Strength Tylenol®	100 Tablets
Oral thermometer (glass)	2
Alcohol	1 bottle
Cotton balls	100
Band-Aid® medium bandages; butterflies	1 box of each
Q-tips®	1 large package
Sterile dressings, individually wrapped:	
4" x 4"	10
2" x 3" non-stick (Tefla®)	10
3" stretch gauze wrap (Kling®)	4
Eye pads	6
1" paper tape	2 rolls
2" cloth (regular adhesive) tape	1 roll
Antibiotic ointment	1 tube
Non-sterile exam gloves	1 box
Instant ice pack	1
3" Ace® bandage	2
Finger splint	2
Wrist splint	1
Calamine lotion	1 small bottle
Single-use syringes	4
Toothache / oral pain medicine	1
Immodium A-D® caplets	2 packages
Pepto-Bismol® tablets	2 packages
Laxative	1 package
Myoflex® or BenGay®	1 tube
Snakebite kit	1
Cough drops/syrup	1 package/1 bottle
Benadryl®	1 package
Vaseline®	1 jar
Eye drops	1 small bottle
Blood pressure cuff	1
Stethoscope	1
Temporary tooth glue (to glue cap on tooth)	1
Hibiclens®	1 bottle
1% hydrocortisone cream	1 large tube
Sutures	assorted
Hydrogen peroxide	1 bottle
Moist towelettes	20
Motion sickness medication	1
Tweezers	1
Scissors	1
Nitroglycerine, sublingual	1 package

TOPICS FOR TEAM ORIENTATION AND TRAINING

These are the main topics to cover during your team orientation and training. You may choose to have one training for several hours, or break up the training into more sessions.

INTRODUCTIONS

Group Activity/Singing/Devotions

- Joys
- Concerns

Who We Are

- UMVIM history and purpose
- Team member responsibilities
- Covenant for Mission Partnership

Where We're Going, What We'll Do

- Presentation of mission project
- People of the project
- Where we'll stay, eat, work
- Weather information

Spiritual Formation

- Devotions roster
- Music

Travel Plans

- Travel schedule
- Itinerary during mission
- Passports – copies of photo page to team leader
- Visa information
- Customs/immigration information
- Recreation

Cultural Exchange

- Local culture and customs, language
- Cultural dos and don'ts
- Currency
- Photography etiquette
- Gift-giving guidelines
- Culture shock and post-mission depression

What to Take (pack light)

- Review packing list
- Clothing/shoes
- Luggage requirements

Forms

- Turn in all forms and copies of photo pages of passports
- Optional health insurance

Costs—Budget Review

- Project support
- Other costs
- Fundraising
- Donations

Health and Safety Precautions

- Water
- Work limitations
- Prescription meds.
- Vaccinations and preventive meds.
- Websites: < www.cdc.gov >; < www.travel.state.gov >
- Work safety
- Buddy system
- First-aid kit

Emergency Contacts

- Important phone numbers (on-site and in the US)

Involving the Local Church

(See ideas in the Basic Training Manual for Team Leaders section.)

Suggested Team Assignments

(See "Suggested Team Assignments" in the Appendix.)

QUESTIONS AND CONCERNS

Wrap-Up

- Schedule commissioning or mantling service. *(See "A Service of Mantling" in the Appendix.)*
- Discuss/schedule reunion date.
- Draw names for prayer partners.
- Discuss UMVIM t-shirt options.
- Have a closing prayer/communion.

AGENDA FOR TEAM ORIENTATION (FIRST TEAM MEETING)

Set up in advance a table display with papers, maps, brochures, slides, pictures, etc., of the place of mission assignment.

OPENING DEVOTIONS

1 Corinthians 12

Have team write down questions they would like answered by the end of the meeting.

WARM-UP (EXAMPLE)

Participants realize the impact of early parental messages on their lives. Members shake hands with each other while announcing a “memory.” Have them introduce themselves to each other with a present-tense statement of a parental message that they received as a child. For example: “Hello, I’m Jill and I don’t keep my bedroom clean enough.” The one Jill is shaking hands with would say, “Hello, I’m Jodi and I drive too fast.”

OVERVIEW OF MISSION

- Review topics such as construction; medical issues; Bible School; evangelism; tour day.
- Have a brief introduction to the mission location. Distribute handout: test of knowledge.
- Review clothing needs. Distribute handout.
- Review itinerary. Distribute handout.
- Provide addresses and phone numbers in host country. Distribute handout.
- Review immunizations needed; anti-mosquito measures. Distribute handout.
- Provide passport papers (to those who need them) or information on how to obtain them.
- Distribute Mission Policy Agreement, Liability Release, and other forms, and have them completed.
- Set date for training session. Attendance should be mandatory.
- Give initial assignments to team members.
- Go back to personal questions members wrote at beginning of meeting.

CLOSING DEVOTIONS

MISSION TEAM TRAINING RETREAT (ALL-DAY)

- 9:00 Opening devotions
- 9:30 Warm-up exercises (icebreakers and group-builders)
- 9:45 Overview of day
- 10:00 Team training
- Role of team members
 - Construction and/or medical plans (in-depth review of work to be done)
 - Bible School plans (if applicable)
 - Medical plans (if applicable)
- 10:30 Break
- 11:00 Background of country (reports by team members as previously assigned)
- 11:30 Team training continues with cultural awareness/sensitivity exercises.
- 12:00 Lunch
- 12:45 Singing
- 1:15 Team training continues with cultural awareness/sensitivity exercises.
- 2:15 Tying up loose ends
- Update on assignments / additional assignments
 - Plans for packing, travel
 - Date, time, location to meet
 - Transportation to and from airport
 - Supervision of luggage
 - Airport transportation/movers/leaders
 - Collection of all team-member forms
 - Budget review
 - Donations
 - First-aid kit
 - Music for team
 - Daily devotional roster (morning and evening)
 - Kitchen patrol (KP) roster
 - Pastor to be at send-off for prayer with group
 - Proposed daily schedule (handout)
 - Sending Forth Service and date
- 3:00 Questions and answers
- 3:30 Closing devotions with communion by pastor
- 4:00 Departure

MISSION TEAM TRAINING RETREAT (WEEKEND)

FRIDAY EVENING

- **Supper**
- Opening devotions
- Singing and language lesson (if appropriate)
- General UMVIM information and philosophy; explain and distribute Mission Policy Agreement and Liability Release and collect signed forms
- Team responsibilities/plans for construction and/or medical work and VBS if applicable

SATURDAY

- **Breakfast**
- Morning devotions
- Reports by team members on aspects of the country to be visited
- Cultural awareness exercises
- Final plans for packing, travel, etc.; questions and answers
- **Lunch**
- Singing
- More cultural awareness exercises
- Tying up loose ends, update on assignments/additional assignments
- Budget review
- Hostess gifts
- First-aid kit
- Boxes for packing, at church on _____
- Transportation to and from airport
- Airport transportation movers/leaders
- Vacation Bible School snacks
- Team snacks
- Supervision of luggage/boxes
- Kitchen patrol (KP) roster, daily devotional roster for a.m. and p.m.
- Music for team
- Pastor to be at send-off for prayer with group
- Daily schedule (handout)
- Review Sending Forth Service and date
- Questions and answers
- Closing devotions, with communion led by the pastor

ICEBREAKERS

Memories

Participants realize the impact of family traditions. Members shake hands with each other while sharing a memory of long ago. While they move around the room introducing themselves to each other, ask them to share a family tradition they still carry on in their own homes, such as a ritual performed during Christmas, Easter, or birthdays.

Line Up Fast

Divide into two or three groups and stand in a line on different sides of the room. You will call out a series of commands, asking the teams to execute them as quickly as possible. The team that finishes first yells out, “Finished!” Some suggested “commands” are:

- Line up in alphabetical order according to your last (or first) names.
- Line up in order of the longest (or shortest) hair.
- Line up in order of the tallest to shortest.
- Line up according to who has traveled the farthest.

Huddles

At a given command (such as “Huddle four!”), team members “huddle” in groups of the assigned size. Any extras may join a nearby group. Once they are in huddles, call out a topic to share, such as “Name your favorite food!” Give the groups some time, then command another huddle with a new group size and give another topic. Some other suggestions are:

- Name something you like to do on Saturdays.
- Sing a few lines of your favorite song.
- Name a good book you’ve read.
- Name something you were “known for” in high school or college.
- Name a favorite Christmas gift from childhood.

Roundabout Conversations

Divide the team in half. One group forms an inside circle, walking clockwise; the other half forms an outer circle, walking counterclockwise. When told to stop, they face the person in front of them, introduce themselves, and carry on a brief conversation based on general topics you call out. Suggestions are:

- Something you did this summer.
- Something you like to make in the kitchen.
- Your favorite pet (now or in your childhood).

Shuffle Round (good to use at end of training or while on mission site)

Team members stand together in a circle, with arms around each others’ waists. They begin taking small, shuffling steps together to the right until someone calls out, “Stop!” He or she shares something positive about the group, an individual in the group, the training experience, or what was learned while on the mission site.

THE GOOSE STORY

Next fall, when you see geese heading south for the winter flying in “V” formation, you might consider why they fly that way.

As each bird flaps its wings, it creates an uplift for the bird immediately behind. By flying in “V” formation, the whole flock has at least a 71% greater flying range than if each bird flew on its own.

PEOPLE WHO SHARE A COMMON DIRECTION AND SENSE OF COMMUNITY CAN GET WHERE THEY ARE GOING MORE QUICKLY AND EASILY BECAUSE THEY ARE TRAVELING ON THE THRUST OF ONE ANOTHER.

When a goose falls out of formation, it suddenly feels the drag and resistance of trying to go it alone and quickly gets back in formation to take advantage of the lifting power of the bird in front.

IF WE HAVE AS MUCH SENSE AS A GOOSE, WE WILL STAY IN FORMATION WITH THOSE WHO ARE HEADED IN THE SAME DIRECTION AS WE ARE.

When the head goose gets tired, it rotates back in the “V” and another goose flies to the point.

IT IS SENSIBLE TO TAKE TURNS DOING DEMANDING JOBS WITH PEOPLE OR WITH GEESE FLYING SOUTH.

Geese honk from behind to encourage those up front to keep up their speed.

WHAT DO WE SAY WHEN WE HONK FROM BEHIND?

Finally . . . and this is important . . . when a goose falls out of formation because it is sick or wounded by gunshot, two other geese fall out with that goose and follow it down to lend help and protection.

They stay with the fallen goose until it is able to fly or until it dies; only then do they launch out on their own, or with another formation, to catch up with their group.

IF WE HAVE THE SENSE OF A GOOSE, WE WILL STAND BY EACH OTHER LIKE THAT.

Used with permission of Dr. Browne Barr, Pastor Emeritus of First Congregational United Church of Christ, California, from his book *High Flying Geese: Unexpected Reflections on the Church and Its Ministry*, HarperSan Francisco, 1983.

CULINARY DELIGHT

I don't want to inconvenience,
But if it's not too much trouble,
Bring me ice cubes for my Coke,
And bring them on the double.

And get me a Big Mac with fries
Instead of those odious dishes.
I don't know how I could quite digest them;
You know there are heads on those fishes?

Those withered potatoes are tasteless,
The spices are truly alarmin'.
So delicate is my digestion
That I've used up my last roll of Charmin.

SANTA CLAUS

I've come as an ambassador
From my church overseas
With trinkets and junk jewelry
All brought here just to please.

I know you'll think I'm wonderful
For bringing all these things:
Colored balloons and pencils and
A dozen dime-store rings.

I'd like to seem benevolent
Like Santa or his elf,
But thoughtless giving cheapens,
And it doesn't share myself.

INVITATIONS

"Why don't you come up and see me sometime?"
Is not just a meaningless phrase,
For some people took it quite literally,
And now they are counting the days.

They've packed all their bags and are waiting for me
To act as their host in the States,
To feed them and clothe them and get them a job
And find them all suitable mates.

And yes, I guess I should acknowledge
That all the blame starts here at home:

I'll speak in clichés in the US of A
But watch what I say when I roam.

KING JAMES

Hello, I have flown in to bring you my God,
Not knowing you've served Him for ages,
And with me I bring you the mighty King James
More pious than all modern pages.

I'm going to save you,
You poor heathen wretches.
I know the Lord would hold me liable.
If I can't convert you and make you like I am,
I'll flagellate you with my Bible.

BIG MOUTH

What kind of pointless gibberish
Is that stuff which you talk?
I think you should speak English
Rather than your ugly squawk.

I guess I'll simply shout at you,
Since you're not from my land;
I'll stamp my feet and wave my arms
You're sure to understand.

And if my wild gyrations
End up not making sense,
I'm sure you'll be as big as I
And will not take offense.

MONEY BAGS

In all my worldly travels
There's one thing I have found:
As long as I dole out the dough,
I've lots of friends around.

I push my worldly wealth at you,
Though I suspect I'll find
There must be other riches
Of a far more lasting kind.

CHECKLIST AS I FACE A NEW CULTURE

- ☐ I respect the opinions of others, even if I don't agree with them.
- ☐ I interact well with people different from myself in age, race, economic status, and education.
- ☐ I do not have to understand everything going on around me.
- ☐ I can readily change my plans to adapt to a new situation.
- ☐ I can laugh at myself and at difficult situations.
- ☐ I can be flexible with my schedule or put it aside for someone else's needs.
- ☐ I do not get frustrated when I have to wait.
- ☐ I am curious about new people, places, and things. I'm always asking questions.
- ☐ I do not need to be entertained. I don't get bored easily.
- ☐ I can "hang in there" even when things seem impossible.
- ☐ I can make mistakes and learn from them without feeling guilt or a sense of failure.
- ☐ In a strange situation, I watch and listen before acting.
- ☐ I am a good listener.
- ☐ I observe other people's reactions.
- ☐ I am open to new ideas and new ways of doing things; I am willing to try out new things.
- ☐ I do not have to see concrete achievements to feel that I am accomplishing something worthwhile.
- ☐ I am willing to see my idea proved wrong and another's idea accepted.
- ☐ I do not feel frustrated when we can't get to the point.
- ☐ I am willing to work with people who aren't like me.

ESSENTIAL KEYS TO INTERCULTURAL COMMUNICATION

- Show empathy for the feelings, values, needs, and insights of others.
- Make your communication positive and pleasant, an evidence of your goodwill and sincerity.
- When feasible, use the language and manner of expression of the other people.
- Show you care inoffensively. When you pay the price of research, you reap the reward.
- Let your praise be appropriate and sincere. Use caution if criticism is necessary.
- Where possible, suspend judgment until all the facts are in, especially during conflict.
- Demonstrate your trustworthiness by keeping your word.
- Keep the confidences of those with whom you communicate.
- Become increasingly aware of and continually use feedback received from other people and other sources to make communication complete.

A CODE OF ETHICS FOR TOURISTS

- Travel in a spirit of humility and with a genuine desire to meet and talk with local people.
- Be aware of the feelings of the local people to prevent what might be offensive behavior.
- Photographers particularly must be respectful of people's right to privacy.
- Cultivate the habit of listening and observing, rather than merely hearing or seeing.
- Realize that other people may have concepts of time and thought patterns that are not like yours—not inferior, just different.
- Instead of seeing only the “beach paradise,” discover the richness of another culture and way of life.
- Get acquainted with local customs and respect them.
- Rather than showing that you know all the answers, cultivate the habit of listening.
- Remember that you are only one among many visitors—do not expect special privileges.
- If you want a “home away from home,” why bother traveling?
- While bargaining for goods, remember that the poorest merchant will give up his/her profit rather than his/her dignity.
- Make no promises to local new friends that you cannot keep.
- Spend time reflecting on your daily experiences in order to deepen your understanding. What enriches you may be robbing others.

THE TEN COMMANDMENTS FOR UMVIM TEAMS, VERSION 1

1. Thou shalt not expect to find things as thou hast them at home, for thou hast left thy home to find things different.
2. Thou shalt not take anything too seriously, for a carefree mind is the beginning of a fine mission experience.
3. Thou shalt not let other team members get on thy nerves, for thou art ready to have a good time.
4. Remember thy documents so that thou knowest where they are at all times. A person without documents is a person with big problems.
5. Remember to take only half the clothes thou expectest to need and twice the amount of money. What thou hast is generally far better than what those have with whom thou wilt live and work.
6. Remember: if we were expected to stay in one place, we would have been created with roots.
7. Thou shalt not judge the people of a country by the one individual with whom thou hast had trouble.
8. Thou shalt not make thyself too obviously American . . . English . . . whatever. When in Rome, do as the Romans do.
9. Thou shalt not worry. They that worry have no pleasure. Few things are ever fatal. Thy team leader, the local UMVIM Coordinator, and the Lord will care for thee.
10. Remember that thou art a stranger in the land and that those who treat their host with respect shall in turn be treated as honored and much-loved guests.

THE TEN COMMANDMENTS FOR UMVIM TEAMS, VERSION 2

1. Thou shalt go as a loving servant/representative of Jesus Christ, who says, “I was hungry and you gave me to eat, thirsty and you gave me to drink, needed clothes and you clothed me, sick and in prison and you looked after me.”
2. Thou shalt plan thoroughly in advance of and during the mission, and work like crazy! But thou shalt not bite off more than thou canst chew! Earlier dry runs are good. Motto: The meek shall not inherit the work.
3. Thou shalt utter frequent prayers, especially quickies like “Help us, Lord!” or “What now?” or “Calm me down, God!” and leave some of the results to God, expecting miracles of meshing. This means that thou shalt alternate between “being still and knowing” and “getting up and going.”
4. Thou shalt sing and laugh a lot. UMVIM is fun and joyous. Thou needest neither guitar nor organ to produce joyful tunes. Sing with the local people.
5. Thou shalt follow the leader and the plan, working enthusiastically but flexibly. Earnest volunteers frequently make checklists and confer constantly with local leaders.
6. Thou shalt support others even in their imperfection, and be willing to sing alto if there are enough sopranos.
7. Thou shalt not be picky, preachy, or pushy. Thou shalt eat what is set before thee (or at least nibble) and not compare it to home cooking. If preaching, thou shalt do it upon request, but remember that Jesus mostly taught lovingly and simply.
8. Thou shalt be tactful, especially about local conditions, and thou shalt not compare them to “back home,” which is, of course, near perfect.
9. Thou shalt clean up after thyself, leaving the place better than thou foundest it (unless that would embarrass those thou art working with), and thou shalt follow up with contacts, letters, other projects.
10. Thou shalt give credit to God, being ready to say always and graciously, “Don’t thank us—thank God!”

Blessed are the flexible, for they shall not be bent out of shape.

SOME DOS AND DON'TS FOR UMVIMERS

DOS:

- Observe local customs about shaking hands (sometimes it is done on entering and on leaving), kissing on one or both cheeks (women; giving “abrazos,” or hugs). If in doubt, ask your host to explain what is proper.
- Eat what is offered, and do not ask for or hint at anything not offered. (Luke 10:8)
- In most cultures, you should take time for polite conversation before talking “business.”
- If any gift giving is done, do it discreetly and not ostentatiously. Ask your host what to do about giving to beggars, and follow that advice.
- Be aware that in some cultures, people maintain a closer distance when engaged in conversation than we North Americans do.
- Be aware that in some countries, toilet paper may not be put in the toilet but must be put in the wastebasket. Ask if you are not sure. A stopped-up toilet is very unpleasant to deal with.
- Learn as much of the local language as you can, and use it every chance you get.
- Be prepared for worship services that are very different from those you are accustomed to, either more formal or much less formal, even charismatic/Pentecostal.
- Be prepared to give your personal testimony, to pray aloud, and possibly to preach.
- Smile!

DON'TS:

- Don't take pictures of anything military unless your host says it's okay.
- Don't waste water. Use it sparingly for showering, bathing, laundry, etc. Don't waste food. Take what you want; eat what you take. If you are being served, it is permissible to say “Just a little, please,” or “No more, thank you.” Don't eat raw vegetables or unpeeled fruit unless they have been washed in water treated with chlorine or iodine.
- Don't drink untreated water unless you know beyond a shadow of a doubt that the water is completely safe for drinking. Bottled water is available in most countries; boiling 15-20 minutes is a good alternative; water purification tablets should be potent enough to guard against Giardia as well as common bacteria. Don't use ice, unless you know it is made with pure water.

INTRODUCTION

- Refer to the story of Elijah's passing of the mantle to Elisha in 2 Kings 2:8-15.
- After telling this Bible story, say the following:

"This story represents the passing of responsibility from Elijah to Elisha. Today we want to place this mantle on you as a sign of your leadership in this time and place. Others have come before us; others will follow us. During this mission, we are here as chosen servants of Christ."

MANTLING WORDS

- "May the Lord fill you and bless you as you work in ministry in this place."
- Other stories may be used, such as:

Jesus washes the feet of his chosen ones, girding himself with a towel in the form of a servant, and asks his followers to do the same. (John 13:1-11)
- "The mantle placed on you this day is to remind you (choose one) . . .
. . . of the presence of the Holy Spirit to empower, to protect, and to inspire you.
. . . of the people we have sent you to (with love and prayers and support).
. . . of your chosenness to carry on the representing of Christ as his servant, receiving the mantle passed from those who have gone before you in this good work."
- "Servant of Christ, wear the mantle as a reminder (choose one) . . .
. . . of the presence and power of the Holy Spirit.
. . . that you are the hands and feet of Jesus.
. . . of the love from the Church which sends you.
. . . that Christ has chosen you to make his glory known in others."
- "Mission work is not a task for individuals. The Lord sent his disciples into the world in small groups, not as individual heroes or pioneers. We are sent out together, so that together—gathered by one Lord—we can make him present in this world. Many of us are eager to go out and to start working as soon as possible, with or without words. It is certainly a sign of zeal, goodwill, great energy, and generosity. But first of all, let us look at each other, recognize each other's suffering, and come together as a living body to pray and to share our joys and hopes, our fears and pains. This experience of belonging to each other by our common love for our Lord and our common awareness of our task can create a space into which God's Spirit will descend and from which we can go out in many directions without ever feeling alone. After all, the first and most important witness is to them who can say of us: 'See how much they love each other.'"^{**}

* Adapted from a service created by Rev. Deborah Campbell, Rev. Stan Ling, Rev. Ben Weisbrod, and Martha Brice, West Ohio Conference UMWIM.

** Henri Nouwen in his book *Gracias!*

UNITED METHODIST VOLUNTEERS IN MISSION

To be used the Sunday before United Methodist Volunteers In Mission leave for their missionary service.

Pastor to Congregation: Friends and members of [name of church], Jesus Christ sent out his followers into all the world to bear witness to the coming of the Kingdom of God and to serve humankind. They did so rejoicing. Because of their witness and that of all who succeeded them, the gospel still challenges us to witness and service. These persons who stand before us continue that tradition. Today this congregation sends them forth, in the name of Christ, as our United Methodist Volunteers In Mission in service at [name of project or host agency].

Pastor to Volunteers: Do you as United Methodist Volunteers In Mission promise you will be faithful servants of Jesus Christ? Will you adhere to the purpose and goals of the mission project? Will you keep faith with others with whom you serve so that by your work, study, and worship, Jesus Christ may be glorified?

Volunteers: We will.

Pastor to Congregation: Do you, the members of this congregation, promise to support these persons through prayers for the success of their mission and for their safe return? Do you pledge to continue your support when they return by expressing interest in their experiences?

Congregation: We do.

Pastor to Volunteers: In the name of our Lord Jesus Christ, and by the authority vested in me as pastor of this church, I charge you to serve as United Methodist Volunteers In Mission for the project you are about to undertake. Go with joy. Witness for your Master. Represent your church. Encourage and inspire all of us in our Christian commitment. And may God richly bless and keep you on your mission.

Amen.

Organizations to Contact for Medical Supplies

4 H.I.M. (His Healing Helping Hands International Ministries)

Box 177
16325 N. Santa Fe, Suite F
Edmond, OK 73013

sandyo@4-him.net
<www.4-him.net>

Currently operates a small warehouse for the collection of in-kind donations of medical supplies of all types and various other resources that enable teams to meet the needs of local and global communities.

Blessings, International

Harold C. Harder, Ph.D.
5881 S. Garnett
Tulsa, OK 74146

Phone: 918-250-8101
Fax: 918-250-1281
info@blessing.org

<www.Blessing.org>

Prescription drugs can be ordered by any health professional with US prescribing privileges.

CHOSEN Mission Project

Rick King
3638 W. 26th St.
Erie, PA 16506-2037

Phone: 814-833-3023
Fax: 814-833-4091
rick@chosenmissionproject.org

<www.chosenmissionproject.org>

Large medical and hospital equipment. Offers technical advice about installation and maintenance, and instruction in infection control measures. Charges 18% of fair market value, plus shipping.

Christian Dental Society

P.O. Box 296
Sumner, IA 50674

Phone/Fax: 563-578-8887
cdssent@iowatelecom.net

<www.christiandental.org>

Portable dental equipment that can be rented is available to current CDS active members.

Glasses for the Masses

Fairview UMC
2508 Old Niles Ferry Rd.
Maryville, TN 37803

Phone: 865-983-2080
<<http://www.fairview-umc.org/index.htm>>

Receives donated glasses, labels them with a prescription, and makes them available to mission teams.

Dr. Ed Hagan

114 Morningside Dr.
Sylvania, GA 30467

Phone/Fax: 912-564-2173
Fax: 912-564-9349

Has access to two dental units, including chairs, and dental equipment for use by teams.

Hampton Research & Engineering, Inc.

Dr. William Harris, President
3108 N. Santa Fe
Oklahoma City, OK 73108

Phone: 405-232-5103
Fax: 405-232-5104
hampdent@swbell.net

Source of portable dental equipment at discount. They work very closely with developing specialized portable dental equipment for Dr. Ron Lamb and his World Dental Missions Warehouse, and with the Christian Dental Society.

Interchurch Medical Assistance, Inc. (IMA)

Paul Derstine, President
Don Padgett, R.Ph., Pharmaceutical Svcs. Dir.
P.O. Box 429
New Windsor, MD 21776
Contact person: Patty Ditzel

Phone: 410-635-8720
Fax: 410-635-8726
imainfo@interchurch.org
<www.interchurch.org>

Has extensive stocks of donated and purchased drugs and medical supplies. These can be ordered by an MD with a DEA number. Contact IMA and request a current list of available drugs and supplies and an application form. IMA also has available their Medicine Box, which is a prepackaged, ready-to-transport unit of WHO-recommended drugs. IMA also has a Medicine Box program that allows churches and other groups to purchase over-the-counter products and send them to IMA, where they are repackaged, checked for dating, supplemented, and sent to overseas locations. IMA can also handle larger-sized and container shipments on request.

International Aid

Myles Fish, President
Wendy Jobin, Mission Resource Team Leader
17011 W. Hickory
Spring Lake, MI 49456-9712

Phone: 616-846-7490
Fax: 616-846-3842
ia@internationalaid.org
<www.internationalaid.org>

Major source of medical equipment. Power-source/country-suitable restored medical equipment available. Provides technical training for operators and repair technicians, both on-site and overseas.

King Benevolent Fund, Inc.

Art Yannucciello, Operations Manager
1119 Commonwealth Ave.
Bristol, VA 24201

Phone: 540-466-3014
Phone: 800-321-9234
Fax: 540-466-0955

Provides a variety of short-dated medicines, both prescription and OTC, from many sources for distribution by missionaries. Drugs must be ordered by an MD/DO. Obtain Mission Supply Request Form from Roger Boe, MD, UMF/HCV, 208-234-4159, boeroger@ida.net, or from Rev. Nick Elliott, sejinfo@umvim.org. Fill it out and send it to King at least two to three months before trip. An inventory list and details of the ordering process will then be sent to you.

**MAP International
International Medical Resources (IMR)**

Contact: Customer Services Phone: 912-265-6010 or 1-800-225-8550
2200 Glynco Parkway Fax: 912-265-6170
P.O. Box 215000 (Zip: 31521) map@map.org
Brunswick, GA 31525 <www.map.org>

Has pharmaceuticals and medical supplies by individual request. Orders require the signature of a licensed practitioner (MD, DO, PA, etc.). Contact MAP for an order form and instructions. All eligibility forms are also available on the website. MAP offers the Travel Pack, a prepackaged unit of essential drugs and supplies ready for air transport. Check the website or contact MAP for the latest contents and pricing. Phone: 912-265-6010 ext. 6678 or prepack@map.org. Customized and larger-volume orders can also be processed from a list of available inventory upon individual request. In addition, an extensive list of European generics can be ordered for shipping only to your mission site. They cannot be shipped to a US address.

Medical Bridges, Inc.

Ellen Peterson, Director of Operations and Development Phone: 713-748-8131
PO Box 300245 Fax: 713-748-0118
Houston, TX 77230-0245 ellen.peterson@medicalbridges.org
Street address: 2706 Magnet Street, Houston, TX 77054 <www.medicalbridges.org>

Collects and distributes a wide variety of medical supplies and small medical-surgical equipment. No dental supplies. Can supply both clinics and hospitals. Can handle large container-sized shipments. Contact them with your needs.

MedShare International, Inc.

A. B. Short, Executive Director Phone: 770-323-5858
3240 Clifton Springs Rd. Fax: 770-323-4301
Decatur, GA 30034 info@medshare.org <<http://www.medshare.org>>

Receives and distributes medical supplies and equipment from Atlanta-area hospitals.

Northwest Medical Teams

Tammy Kurtz Phone: 1-800-959-HEAL
P.O. Box 10 <<http://www.nwmti.org>>
Portland, OR 97207-0010

Sends teams and volunteers to many locations. Also has available medical supplies and small, non-electrical medical equipment, some dental supplies, limited pharmaceuticals. Has basic kits of supplies. Contact them for ordering information.

Project C.U.R.E.

9055 East Mineral Circle
Suite 200
Centennial, CO 80112

Phone: 303-792-0729
Fax: 303-792-0744
projectcureinfo@projectcure.org
<www.projectcure.org>

Prepackaged C.U.R.E. kits containing basic medical supplies and medicines, suitable for teams. They also handle container shipments to established mission hospitals and large clinics.

Project 20/20

Nevin Robbins
Emmanuel UMC
2404 Kirby Rd.
Memphis, TN 38119-6606

Phone: 901-754-6548
<<http://www.emmanuelmemphis.org>>

Receives discarded eyeglasses and sunglasses, labels them with a prescription, and provides them to optometry teams.

Rotary Club Morning Foundation

Kerrville Texas Rotary Club
Morning Foundation
Jack A. Thurmond, MD
206 Spring Mill Dr.
Kerrville, TX 78028

Phone: 830-896-0226

UMVIM Warehouse

Dr. R. B. "Bud" Antley and Dr. James Mitchell 803-532-9870 (Antley - O)
117 W. Church St. 803-698-4652 (Antley - H)
Batesburg/Leesville, SC 29006 803-532-4491 (Mitchell)

UMVIM warehouse for medical supplies for any team in the Southeast that needs them. Will pick up medical, dental, and other supplies if possible.

World Dental Relief

Dental Missions Warehouse
Dr. Ron Lamb, President
P.O. Box 747
Broken Arrow, OK 74013-0747

Phone: 918-251-2612
Fax: 918-251-6326
dentalreliefinc@aol.com
<www.dentalrelief.com>

Usually 15% of value is charged plus shipping; occasionally just shipping is charged for some items.

The IMA Medicine Box is a program of the United Methodist Committee on Relief and Health and Welfare Ministries in cooperation with United Methodist congregations and Interchurch Medical Assistance, Inc. (IMA), a nonprofit organization supported by several church relief and development organizations.

What Is a Medicine Box?

The Medicine Box contains 16 essential medicines and medical supplies—enough to respond to illnesses and injuries in a population of 1,000 people for a period of two to three months. These are basic medicines and supplies needed for the day-to-day treatment of the common ailments that plague babies and their mothers, children, youth, and adults.

Why Is It Needed?

Many clinics and hospitals do not have enough medicines available on a regular basis. With the help of caring United Methodists, Medicine Boxes can be prepared and shipped to hospitals and clinics for use in community health programs and emergency medical response programs around the world and in the United States. They provide essential items when a disaster strikes.

How Can Your Congregation Help?

Your congregation can play a direct role in saving lives and alleviating human suffering by putting together a Medicine Box with six over-the-counter products and supplies plus raising \$375.00 to cover the costs of prescription medications that will be added to the box by IMA. The value of each Medicine Box, after IMA assembles it with pharmaceutical company donations and purchases, is approximately \$4,500.

To find out how to assemble a box, send a request for the *Guide for Assembling the Medicine Box* to:

Health and Welfare Ministries
General Board of Global Ministries
475 Riverside Drive, Room 330
New York, NY 10115
Phone: 212-870-3683
Fax: 212-870-3624

Or you may make a monetary donation through Advance Special #982630.

THE UNITED METHODIST COMMITTEE ON RELIEF (UMCOR)

The United Methodist Committee on Relief (UMCOR) “exists to assist United Methodists and churches to become involved globally . . . in direct ministry to persons in need through programs of relief, rehabilitation, and service, including issues of refugees, hunger and poverty, and disaster response; and to assist organizations, institutions, and programs related to annual conferences and other units of The United Methodist Church in their involvement in direct service to persons in need . . .” (§1326, *The Book of Discipline 2004*)

For over 60 years, UMCOR has been the arm of The United Methodist Church that has acted swiftly and with compassion to help those in need. UMCOR’s creation in 1940 grew out of the pressing needs of prewar Europe and Asia. In subsequent years, UMCOR has continued to respond in the spirit of Jesus Christ to people throughout the world who find themselves in need. UMCOR works in three fundamental areas: Emergency Response, World Hunger/Poverty, and Refugee Ministries.

WHERE YOU CAN FIND UMCOR RESOURCES

A host of brochures, posters, and videos are readily available. Most are free except for postage and handling.

Printed materials may be ordered by stock number from the Service Center, General Board of Global Ministries, 7820 Reading Road, Callers No. 1800, Cincinnati, OH 45222-1800. Phone: 800-305-9857. Web Address: <www.scorders.org> E-mail: scorders@gbgm-umc.org

Audiovisuals may be borrowed from your conference AV library or purchased from EcuFilm, 810 Twelfth Avenue South, Nashville, TN 37203. Phone: 888-346-3862. Web Address: <www.ecufilm.com>

You can find a variety of information about the current work of UMCOR from the website: <<http://gbgm-umc.org/umcor>>.

ADDITIONAL RESOURCE LOCATIONS

UMCOR Hotline: 800-841-1235. This 24-hour phone line plays a recorded message updated at least once a week. It gives current information about the activities of UMCOR around the world.

UMCOR Information Line: 800-554-8583. This phone line is in operation from 9:00 a.m. to 4:30 p.m. EST, Monday through Friday, with the exception of major holidays.

UMCOR Material Resources Line: 800-814-8765. Call for information on material resources and shipping.

By Philip Beal, United Methodist Volunteer In Mission from West Michigan Blue Sky Media Ministry

The following information is for people serving in a mission field as well as videographers for Volunteers In Mission trips. Many people who have experience with camcorders will be quite familiar with the suggestions offered in Part 1. Others may find some new ideas. Part 2 is intended for those who wish to have their footage edited into a production piece for presentation to churches and groups. They can employ a trained editor in the vicinity or they can send the material to another video editor.

Part 1: Using a Camcorder

- **Date and Time Index:** Turn off these indicators so they won't appear on the video. They are good features for home videos but not on a video that will be edited and produced. It's better to record the date and time in a separate notebook, along with the log of the different scenes you shoot. (See important logging suggestion below.)
- **Footage:** Start the camcorder at least five to eight seconds before the action you hope to record, and continue shooting until at least five to eight seconds after the desired scene has ended. Shoot too much footage rather than too little, while avoiding long continuous takes of the same thing.

Logging

Label the tapes you use with a basic description of the various scenes they contain. Whenever possible, log footage as you go, i.e., record the beginning and ending counter numbers and the subject.

Natural Sound

Ordinarily, do not narrate over the video. That is fine for home movies. Allow the viewers to hear the sounds you're hearing: a busy street or market, congregational singing, children playing, birds or bugs. Occasionally, narration over the video adds a "live" element that encourages subjects to speak to the camera.

When filming a worship service or group singing, leave the camera running during the song. Continue to record the entire song, even if the video portion might not be entirely useful. The sound can be very important for later editing into the program.

Use Close-Ups

A distant lineup of people, choir members, workers, students, patients, etc., may be okay for a brief setting of the scene, but then move in closer, physically or by zoom, and show the faces, the hands, the tools, the hymnal, the paint brush, the Bible, the feet, etc. Don't be afraid to zoom in to full headshots of people, especially when they are singing, teaching, playing, or being interviewed.

Remember, steady as you go.

If prevented by crowds from seeing the action, try to stand on something higher. In a pinch, you can hold the camcorder over your head, but the results may not be useful. If you have a flip-out screen you can face it down to view what you are shooting.

Focus on Faces, Not Backs

It can be intimidating, but go up to the front of the classroom or the church or the scene people are watching and shoot the faces of the participants. Yes, you want to be unobtrusive and sensitive, but watch for opportunities to bring back more meaningful footage of people's involvement.

Background Movement

Watch for background movement or images that might distract from your subject.

Use of Zoom

Be sparing with use of the zoom. Try zooming in before the shot begins, taking close-up footage, and then backing out. Too much zooming in and out is tiresome to watch.

Headings and Closings

Watch for scenes, signs, and situations that would make good opening and closing scenes for the program. A close-up of the church window, a sign with the city's name on it, a flower arrangement on the altar, or a special person could be used in the introduction. A sunset over the church you just roofed might make a nice ending.

Panning

Whenever you move the camera from one side to the other, you are panning.

- **GO SLOWLY!** One of the major mistakes made by videographers is panning too fast. Practice with your camera before going on your mission trip. Go slower than you think you should.
- Pan in only one direction. Don't go back and forth.
- An effective technique is to start with the whole scene, for example, an entire choir singing. Then zoom in to a tighter view of one end of the choir to see individual faces and slowly pan across the group. Remember: When zoomed in on a subject, pan even slower and hold the camera even steadier.

Hold the Camera Steady

Yes, the "steady shot" feature on many camcorders is good, but not enough by itself. Whenever possible, use a tripod, or at least a monopod (a single-leg support). Learn and practice the steadiest ways to hold and operate the camcorder. Try holding it from the bottom with one hand rather than with your hand through the strap. Or use two hands, with one hand supporting it from the bottom.

Brace your elbows against your sides. If shooting from a low position, rest the camcorder on your knee. When standing, back up to a post, building, railing, or even a tree to steady yourself.

Open Both Eyes

Practice opening both eyes while filming so that you are aware of what is happening on all sides of the subject. You may want to include more or less in your scene. It also provides better stability and safety if you are moving.

Special Effects

If you intend to edit your footage yourself, you may want to use some of the effects available on your camera, such as fade in and fade out. However, if a professional will edit your footage, use few if any

special effects with the camera. They can be limiting to the editor, who has the option of many more effects and can apply them in better ways and in better places when editing the whole story.

Framing/Composition

- People who are standing close together make a better picture than those standing far apart.
- When people are entering or leaving the frame, it is best to have the recorder on before they enter and not to turn it off until they have fully exited.
- When shooting single subjects, it may be better to frame them off center for a more interesting shot. (See “Rule of Thirds” under More Advanced Ideas below.)
- As in still photos, it is sometimes good to include a tree or flowers or something in the foreground to lend interest to the shot and frame it well.
- Look for angles that might make interesting shots, or elevations that can afford an interesting view.

Lighting

When filming people, watch for the best lighting. For an outdoor interview, keep the sun to your side and back. Avoid full frontal lighting for an interview, as it makes the subject appear flat and lifeless. Also, for an interview, do not let the light be too high over the subject as it causes deep shadows under the eyes and nose. Shooting in open shade would be better.

If at all possible, avoid strong backlighting. Backlighting is when the main source of lighting comes from behind the subject, leaving the side facing the camera in shadow. Yes, camcorders have a handy device to offset backlighting when necessary. Practice so that you know how this button works and how it looks on the video. The button may not be necessary in some situations.

Interviewing

When interviewing, move the camera in close enough so that the sound will be picked up well with the on-camera microphone. The interviewee should not look directly into the lens, but rather slightly to the side of the lens. The interviewer should sit just to the side of the camera and encourage the person to look directly at him or her.

The interviewer should ask questions that encourage the interviewee(s) to tell stories. Ask people about what they have done and why they chose that action. Get them to share their hopes and visions for the future. Make sure all the information for the story you want to tell is in the answers they give.

Before interviewing, remind your subjects to look at the interviewer and not the camera. Also make sure that they understand that the questions may not be in the final edit so they need to answer in full sentences. For example, if you ask them about their vision for their job in the future, they should respond by saying, “My vision for my position is . . .” so that the viewer will have a context for the answer.

Sound

For general video shots, the built-in microphone is usually adequate and sometimes surprisingly good. Be aware that background sounds and noises might interfere with the audio that you desire. Use earphones plugged into the “phones” jack of the camcorder to check what the microphone is picking up. Any earphones for portable cassette or CD players will do. Often the microphone will pick up wind

noise that you wouldn't notice with just your ear. Many camcorders have a button to suppress wind noise. Or you can use a cheap windscreen from a place like Radio Shack.

For an interview, do not allow the camera to be further than five feet away from the subject. If you have a lavalier microphone, use it. It should be pinned or clamped to the shirt in the chest area. Avoid putting it between two layers of clothing, as it can pick up the sound of cloth rubbing against it. For a narration, try to record in a room that is acoustically "dead." A living room with soft furniture, drapes, etc., would be better than a room with all hard surfaces. You may want to use a bedroom or a large closet. Perhaps you can hang blankets, a comforter, or scrap carpet to deaden the acoustics. Turn off the air conditioning, the heat, or fans. Have the microphone as close as possible to the face of the person.

More Ideas

Be observant when watching TV. Notice how scenes are framed, how the camera moves, what shots are effective. Notice how close the close-up shots go in. Notice how scenes start with close-ups and then back off. Don't pay much attention to the transitions, as the editor will provide those.

More Advanced Ideas

- **Manual Focus:** To focus the camera properly in the manual mode, zoom in on the subject you want to be the clearest and focus. The subject should fill the whole viewfinder. When the subject is in focus, use the zoom control to get to the image size you want and compose the shot. You are now ready to record.
- **Depth of Field:** An effective technique for close-up or foreground shots is to use the manual focus tightly in the telephoto mode and focus on the person or subject. The background will then be out of focus and give more attention to your subject. Likewise, you can focus on the background and the person or subject in the foreground will be fuzzy.
- **Rule of Thirds:** Subjects should rarely be centered, as they look "static." It is good to keep in mind the Rule of Thirds, which states that if you divide the picture into thirds both horizontally and vertically (creating an imaginary tic-tac-toe grid), it is often a good idea to put subjects on the lines or where they intersect.

Part 2: Preparing to Edit and Produce Your Video

Editing and production means the cutting and selection of desired video footage and the use of transitions, titles, special effects, musical backgrounds, and possible narration.

Length

Plan for a video no longer than 12 minutes. Yes, that seems too short to include all your favorite shots and all the things you want to say. Nevertheless, 12 minutes can be very effective, and even a bit shorter wouldn't hurt, to allow for an introduction and credits at the end.

Narration or No Narration

You have a choice whether or not to use any narration in your video. If you want a narrator, you must begin your project by writing a script. Include what is important to you and what you want the video to convey. Don't use too many words or long explanations. Because the video will tell the story also, your comments can be brief.

After doing a draft of your script, read it out loud, as though you were actually narrating the video, and time yourself. Make sure that you have enough video to cover all of the narration. Condense, condense, condense until you have a clean, clear, and interesting script. Remember that there are times when the video will be running scenes for which there is no narration. So be brief, and make the script several minutes shorter than the overall length of the video.

An effective program can be produced with no narration. It is still necessary for you to plan what scenes you want and where, almost like a script. It would also be helpful if you could provide the editor with a synopsis of the story and a brief idea for whom the video is intended.

Control the tempo of your video by giving thought to the length of each scene. Sometimes people use a large number of short scenes, shots, photos, etc., that move quite rapidly and tell the story. Of course, you will want an appropriate musical soundtrack that complements the story.

Video Log

Starting from the beginning of each tape (and zero on your camera counter), write down each subject on the video, with starting and ending figures from the counter. Clearly mark the names of people, places, and events for use by the editor. In the event that similar footage appears on more than one tape, try to distinguish it on the log.

Using only a few words, describe each shot. For example:

1:00 Wide shot of church and people

1:27 Close-up of pastor

Guidance for the Editor

Indicate any preferences you have for desired footage, such as favorite scenes you would like included. If a certain piece of audio (music, background, etc.) is particularly desired at a particular spot, so indicate. If you have a preference for when/where certain shots should appear, so indicate. (Allow the editor some discretion in placement of the footage.)

Transcript of Interviews

Write down the interviews word for word. If they aren't in English, provide a translation, but don't translate on tape during the interview. You or someone you choose can record the translation or the editor can do it for you.

Background Music

Try to locate appropriate music that can be used for background for the video. Of course, music characteristic of the location and people is best.

If you have a good tape recorder (any fairly new cassette or mini-cassette recorder), you can tape live music. Get as close as possible to the source when you do the taping. Practice with the recorder at home first, with both indoor and outdoor events, so that you are familiar with the best ways to use it.

Note: You can effectively record sound on a camcorder. Just start the camcorder before the beginning of the sound you want to capture and let it run until the sound is finished. The microphones on the camcorder can do an excellent job of recording. The editor can use the audio track without the video.

A group that went to Costa Rica brought back a CD and tape by a Christian group from that country. Look for CDs or cassette tapes for sale in your work location. Ask the local people for help in finding something representative of their area.

Use of Additional Photos, Slides, etc.

If you or members of your group have photos or slides, send them along with your video and script to the editor. If you have any artifacts that could enhance the story, include some still or video shots of them as well; if they were taken on the site of your project, so much the better.

Identify People and Places

When sending materials to the editor, include the sponsoring organization (church, etc.), names of all participants, exact location of the trip, time, and dates. You might want to include a good map suitable for video, showing the location of the project.

Anecdotal Information

Think of comments that people made about the project/trip. If you have a project journal, perhaps you have recorded some firsthand impressions. You may also have comments made by people at the project site in response to your participation there. While all such comments can't make their way into the video, perhaps some can. Think about this as you prepare your script. They can be used as part of a narration or as written comments that appear on the screen.

Personalizing the Video

- In taking footage, try to incorporate a personal touch by showing the different people in your team and what they did. Use their names in the narration if you have one. Show the living/eating/sleeping conditions to help the folks back home understand your experience.
- Show local people who worked with your team on the project, and the contribution they made to your being there.
- Try to capture something of the cultural life of the place where you served, not just the work you completed.

Mission

Help the viewers understand how your project fits in with the mission of the church.

Volunteers In Mission projects are, first of all, extensions of the ministry of Jesus Christ to others. In addition, they can be life-changing experiences for the participants. The point of your video will be to communicate the purpose your trip and to witness to the working of God in the lives of people.

Appreciation is extended to the following for some suggestions and specific tips used in this section.

John Grooters, Senior Producer, and Mark Klooster, Project & Studio Manager, RCA Productions, Reformed Church in America, Grand Rapids, MI.

Wayne T. Gehman. *Focus: Telling Stories with a Video Camera*. Mennonite Media, 1251 Virginia Avenue, Harrisonburg, VA 22802 (800-999-3534).

Dwight Beal, Director of Worship and Music, Hope College Chapel, Holland, MI 49423.

PHOTOGRAPHY TIPS

1. Resolution: Pictures need to be at 200 dpi at the size they will be printed. Because you don't know what size they will be printed, it is best to make them large. Rule of thumb: If your camera has less than three megapixels, set your camera to the highest resolution and the largest print size. If your camera has three megapixels or higher, refer to your manual for setting a 4" x 6" print at 200 dpi resolution. Your file size will probably be close to one megabyte per photo.
2. Stand close to the subject being photographed. Most pictures are taken from too far away. Don't be afraid to move closer. Don't try to include everything in the scene in one photo; focus on your subject.
3. Know the limits of your flash. Most of the built-in flashes on cameras are good only up to about ten feet. The flash is ineffective for distances farther than this, resulting in an underexposed picture. If you are taking a picture of someone on stage, you probably have to get on stage with him or go right up to the edge of the stage.
4. Use your flash outside. If your camera has a programmable setting for fill flash, use it. If not, set it so the flash goes off all the time, rather than automatically. This will help achieve proper exposure on people's faces, which are often dark because of brighter backgrounds.
5. Read your camera's manual. If it is digital, practice taking several pictures using every available feature. The more familiar you become with the camera, the better pictures you will be able to take when there isn't time to refer to the manual. You'll be surprised how much your photography can improve when you advance beyond having it set on automatic everything all the time.
6. Keep the background simple: Beware of poles, trees, and wires that will look as if they are coming out of the subject's head.
7. Try turning your camera sideways to take vertical pictures when appropriate.
8. Shoot many pictures. It used to be said that good photographers have large trashcans. Now they just hit the delete button. It often takes the pros many shots to get one good one.
9. Capture the moment. Rather than a posed shot, sometimes try to shoot impromptu shots that will better convey the emotion of what is taking place.
10. For captions, write down names of the subjects. Ask how they are spelled.

WRITING TIPS

1. Put only one space at the end of a sentence.
2. Do not use tabs or spaces for paragraph indents. This will be automatically formatted.
3. Do not skip a line between paragraphs.
4. Save files in rich text format (they have the “.rtf” extension).
5. Try briefly to state the main point of the story somewhere in the story’s first couple of paragraphs. For example, “The budget was approved with a two percent increase.”
6. If possible, provide contact information at the end of the story so that people who are interested can find out more.
7. Check name spellings.
8. Use the spell-check function, but also proofread.
9. Be as specific as possible. Use dates, numbers, and names when known.
10. Be accurate. Verify information you are not sure about.

Print Resources

Intercultural Press, Inc.

PO Box 700, Yarmouth, ME 04096

866-372-2665

<<http://www.interculturalpress.com>>

CultureGrams (can be purchased for individual countries or as a complete world set)

ProQuest Information and Learning Company

800-528-6279 (for free catalog)

<<http://www.culturegrams.com>>

Travel Magazines/Books

Condé Nast Traveler, National Geographic, Fodors, Frommer's, etc.

Internet Resources

Mission Volunteers Websites

Mission Volunteers at United Methodist General Board of Global Ministries (GBGM)

<<http://gbgm-umc.org/vim>>

<<http://www.missionvolunteers.org>>

UMVIM Jurisdictional Websites, Opportunities for Service and Mission Volunteers

<<http://www.umvim.info>>

UMVIM Online Resources

<<http://gbgm-umc.org/vim/resource.htm>>

UMVIM Project List (includes USA opportunities)

<<http://gbgm-umc.org/vim/world.htm>>

Priority Needs for Individual Volunteers

<<http://www.gbgm-umc.org/vim/indvol/urgent.htm>>

GBGM insurance form

<<http://gbgm-umc.org/vim/insuform.htm>>

Mission Opportunities for Youth

<http://www.gbgm-umc.org/westernvim/umvim_youth.htm>

Health Care Volunteers: Health care professionals and other individuals to nurture and witness to their Christian faith through healing ministries, as Christ's servants providing health care to a needy world.

<<http://gbgm-umc.org/vim/features/umfhcv.htm>>

<<http://www.healthcarevolunteers.org>>

Primetimers: A blend of service and education for older adults

<<http://gbgm-umc.org/vim/features/primepro.htm>>

<<http://www.primetimers.info>>

NOMADS: Nomads On a Mission Active in Divine Service

<<http://www.nomadsumc.org>>

Individual Volunteers: Individuals willing to volunteer for two months to two years

<<http://gbgm-umc.org/vim/indvol/program.htm>>

<<http://www.individualvolunteers.info>>

TeachUM: Teachers who use their specialized gifts in mission service

<<http://www.gbgm-umc.org/northcentralvim/teachum.html>>

Youth address social justice issues in developing country settings

<<http://gbgm-umc.org/vim/features/globalj.htm>>

<<http://www.gjv.info>>

Other United Methodist Mission Websites

General Board of Global Ministries (GBGM) Home Page

<<http://gbgm-umc.org/>>

UM Committee on Relief (UMCOR): Emergency Response, World Hunger/Poverty, and Refugees/Immigration

<<http://gbgm-umc.org/umcor/>>

Advance: Second-mile giving. 100% of donation goes to designated project.

<<http://gbgm-umc.org/advance>>

United Methodist Women: Network of women dedicated to mission

<<http://gbgm-umc.org/womens-division/index2.html>>

New World Outlook: Official mission magazine of The United Methodist Church

<<http://gbgm-umc.org/NWO/>>

Government/Commercial Travel Websites

Country profiles

<http://gbgm-umc.org/country_profiles>

Country demographics

<<http://www.countrywatch.com>>

ProQuest Information and Learning Company and Brigham Young University CultureGrams

<<http://www.culturegrams.com>>

Resources from Intercultural Press, Inc.

<<http://interculturalpress.com>>

Centers for Disease Control and Prevention (CDC) immunizations required for all countries, plus travel helps

<<http://www.cdc.gov/travel/index.htm>>

Directories of travel clinics from American Society of Tropical Medicine and Hygiene and International Society of Travel Medicine

<<http://www.astmh.org>> and <<http://istm.org>>

Travel insurance comparison site

<<http://www.insuremytrip.com>>

US State Department travel advisories for all countries

<<http://travel.state.gov>>

Worldwide database of embassies and consulates

<<http://www.tyzo.com/planning/embassies.html>>

US State Department traveler's advisories for all countries

<<http://travel.state.gov/index.html>>

Applications for passports and visas

<<http://travel.state.gov> or <http://www.traveldocs.com>>

Risk management

<<http://www.nonprofitrisk.org/pubs/sll.htm>>

Time zones around the world

<<http://www.timezoneconverter.com/>>

Conversion of US dollars into international currencies

<<http://www.oanda.com/converter/classic>>

Additional Resources

SERRV*

PO Box 365, New Windsor, MD 21776

Phone: 800-422-5915

Fax: 888-294-6376

Website: <<http://www.serrv.org>>

*Sales Exchange for Refugee Rehabilitation and Vocation: craft items for sale to benefit refugee rehabilitation throughout the world.

Trip Reports/Trip Evaluations from past team leaders to various mission sites worldwide. Contact your jurisdictional or conference UMMVIM Coordinator to see if any are available.

Your jurisdictional and/or conference UMMVIM Coordinator. If you do not know who that is, then contact:

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Websites: <<http://gbgm-umc.org/vim>>;
<<http://missionvolunteers.org>>

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